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Reviewers

The Reviewer is selected by the Section Editor to review a submission. Reviewers are asked to submit reviews to the journal's web site (although some journals opt for an email review policy – see Journal Setup section 2.2) and are able to upload attachments for the use of the Editor and Author. Reviewers may be rated by Section Editors, again depending on the policies for this journal.

Getting Started

Log in to your OJS account.
Select your role as 'Reviewer'.

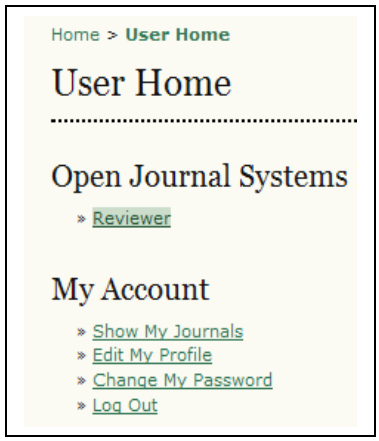

Figure 177: Selecting role as Reviewer

Reviewing Articles

In the "Active Submissions" section, select the article title (note the due date of the review):

Home > User > Reviewer > Active Submissions
Active Submissions
ACTIVE ARCHIVE
ID MM-DD ASSIGNED SEC TITLE DUE REVIEW ROUND
141 07-06 ART JOURNAL PUBLISHING IN NORTH AMERICA 08-03 1
1 - 1 of 1 Items

Figure 178: Active submissions for review

From the "Review" page, you can see some brief information about the submission and the review schedule (including the due date of the review):

Figure 179: Review page

Further down the Review page, you will see the 5 review steps which need to be followed:

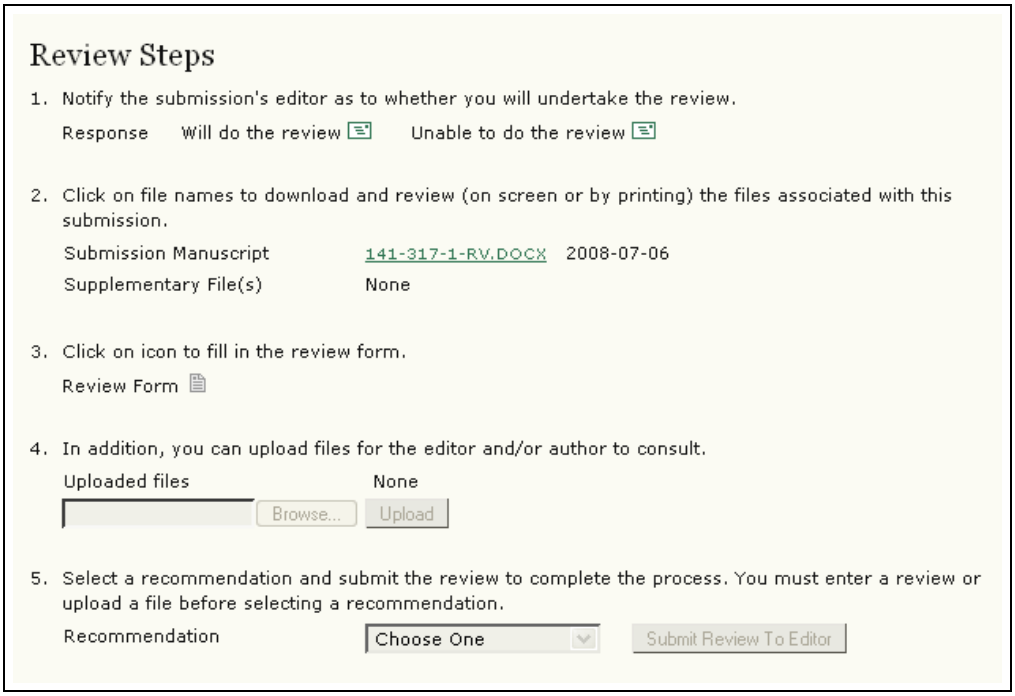
Review Steps
1. Notify the submission's editor as to whether you will undertake the review.
Response
Will do the review
Unable to do the review
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript
141-317-1-RV.DOCX
2008-07-06
Supplementary File(s)
None
3. Click on icon to fill in the review form.
Review Form
4. In addition, you can upload files for the editor and/or author to consult.
Uploaded files
None
Browse...
Upload
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation
Choose One
Submit Review To Editor

Figure 180: Review Steps

Step 1: To accept the request, click the "Will do the review" icon and send the email message that is generated:

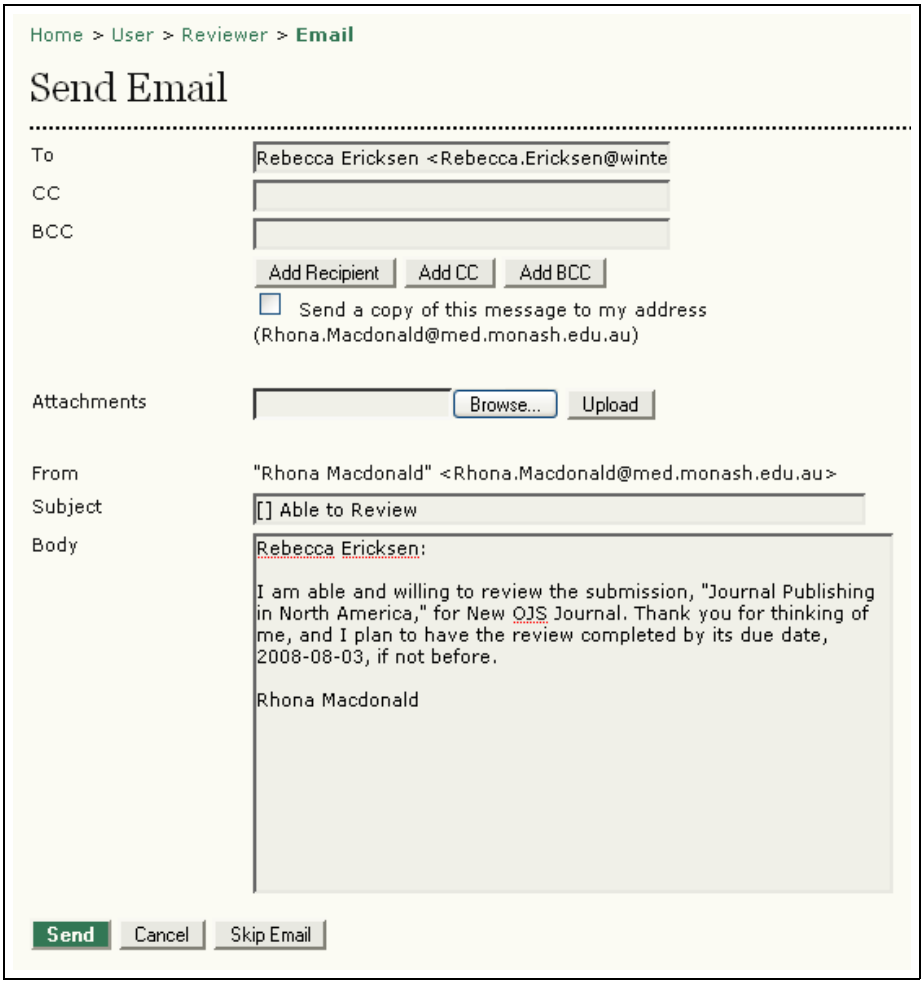

Figure 181: Accepting Review Request

To decline the request, click the "Unable to do the review" icon and send the email message that is generated.

Step 2: Click the file name to read the submitted article (as well as any supplementary files). Depending on the settings of your journal, the reviewer may not be able to see the file until they have accepted the review request. Once the acceptance email is sent, the link to the file will appear.

Step 3: Click the "Review Form" icon to record your review. You need to enter text, check boxes, make selections of all required fields:

Home > User > Reviewer > #141 > Review Form Response
Review Form Response
Research Articles Review Form
This review form is for research articles
Paper Number *
Paper Title *
Provide a rating of the paper's acceptability *
Expertise: Rate your expertise in the topic area of this paper. *
Expert
Knowledgeable
Passing knowledge
No knowledge
Identify what contribution the paper aims to make to this field *
Significance of the paper's contribution
Validity of the work presented
Originality of the work
Identify aspects of the paper's written presentation that need improvement *
statements or passages that could be expressed more clearly and concisely
figures that are redundant, difficult to understand, or missing
incomplete or missing references, or citations that lack references
changes that could make the paper more understandable to an international readership
problems in formatting, layout, or legibility
Write your review of the paper here. *

Figure 182: Review Form

If no review forms are created or the created review forms are deactivated, a "Review" icon appears, and the default form for the reviewer looks like below:

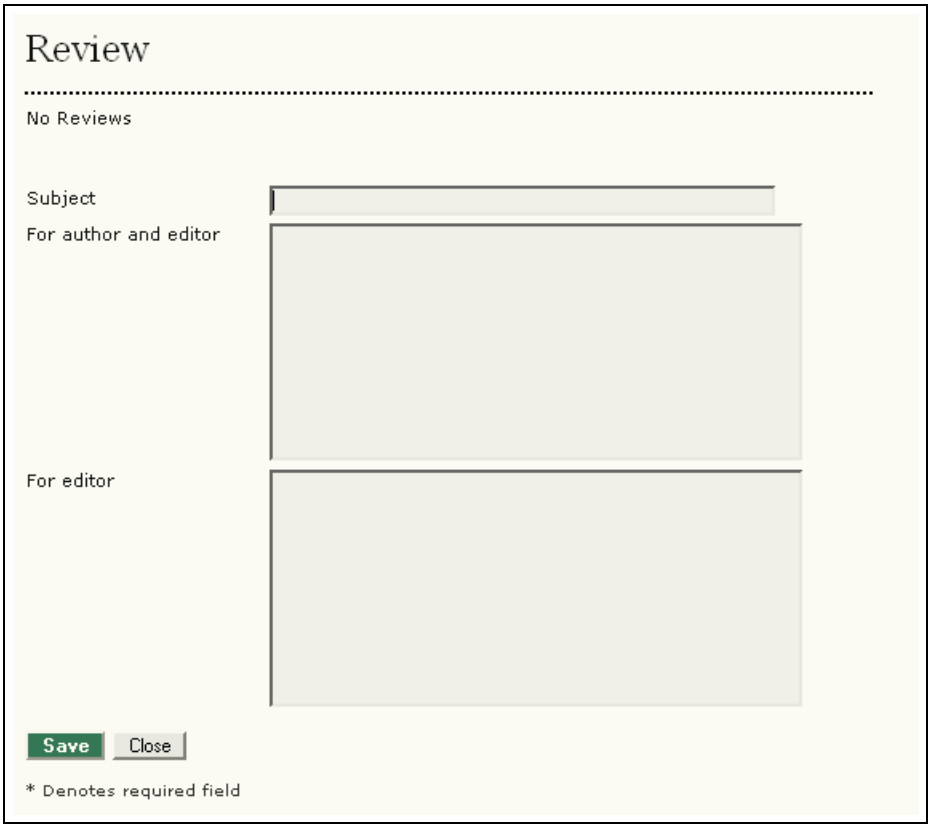

Figure 183: Review Comments

Save your reviews. You may return to this form and add additional information at anytime until your review is complete. When you have finished your review, select "Done".

Step 4: If you wish to upload files for the author and/or the editor to consult, use the "Upload files" tool.

****Important****: Please read the linked information on ensuring a blind review.

Step 5: Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation:

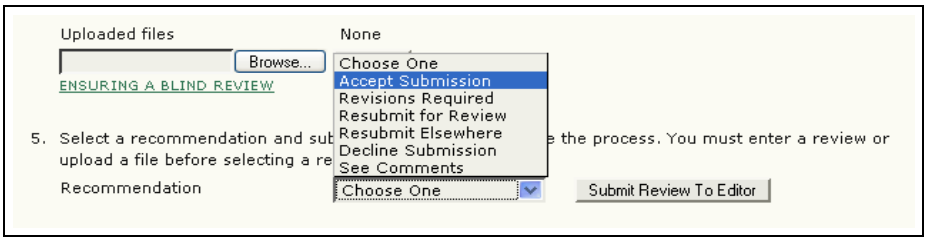

Figure 184: Making a recommendation

Once you have submitted a review to the editor, you will no longer be able to make changes to your review. Be sure you have completed your review before clicking the submit button:

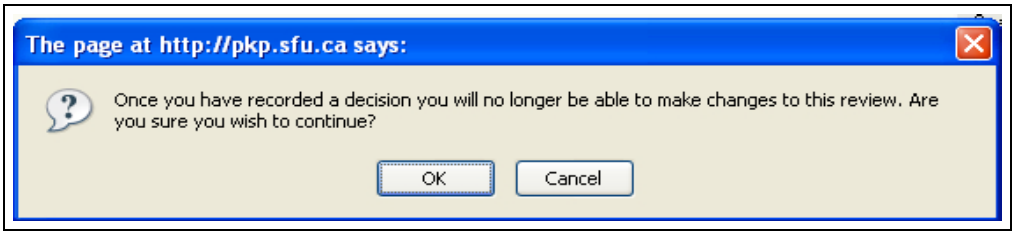
The page at http://pkp.sfu.ca says:
Once you have recorded a decision you will no longer be able to make changes to this review. Are you sure you wish to continue?
OK
Cancel

Figure 185: Warning message

At this point, an email message will also be provided, informing the Section Editor of the completion of your review:

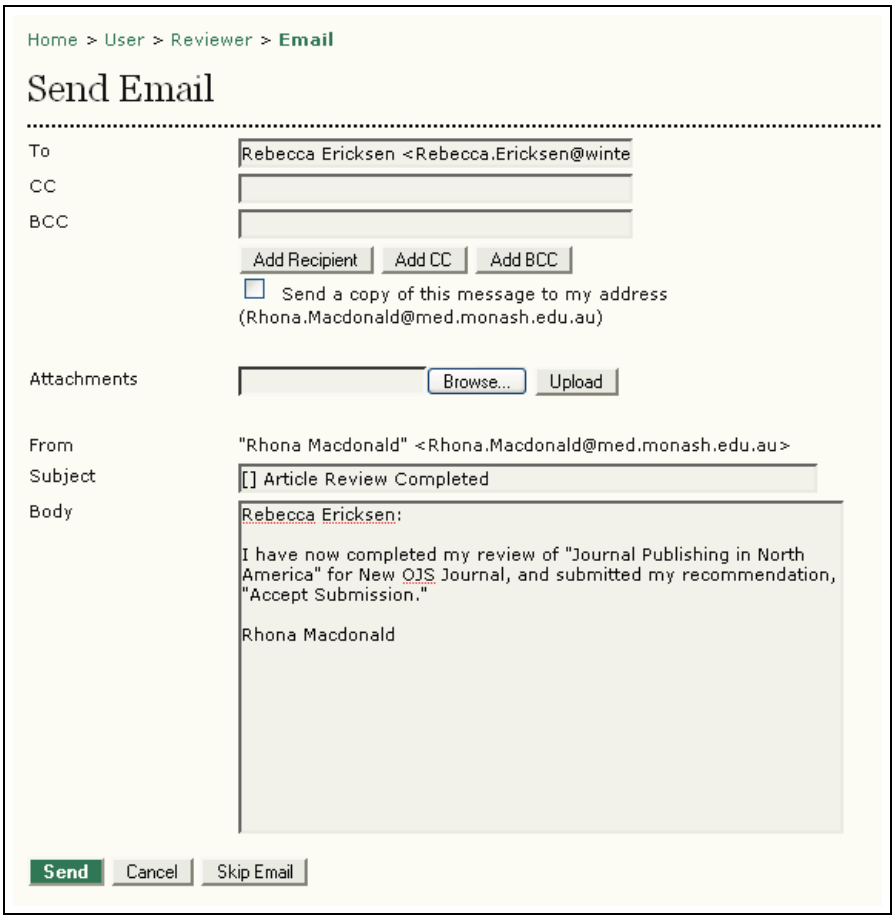

Figure 186: Completed Review Message

Authors

Authors are able to register and submit items to the journal directly through the journal's web site. The Author is asked to upload the item, as well as provide metadata or indexing information associated with the item, to improve the search capacity for research online and for this journal.

The Author is also able to accompany an item with Supplementary Files in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship.

The Author is able to track the submission through the editorial process - as well as participate in the copyediting and proofreading of submissions accepted for publication - by logging in, and using the username and password provided.

The Author may also be required to pay Author Submission and/or Publication fees, and may also optionally be able to pay a Fast-Track Review fee, depending on whether the journal charges for such fees.

Getting Started

Log in to your OJS account.
Select your role as 'Author':

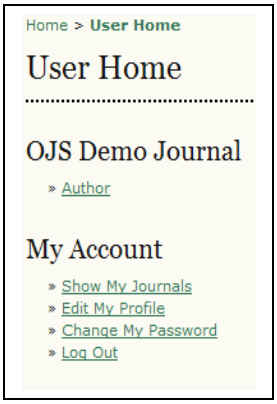

Figure 200: Selecting your role as an author

Submitting Articles

Step 1: Start the submission process by selecting the "Click here" link at the bottom of the page:

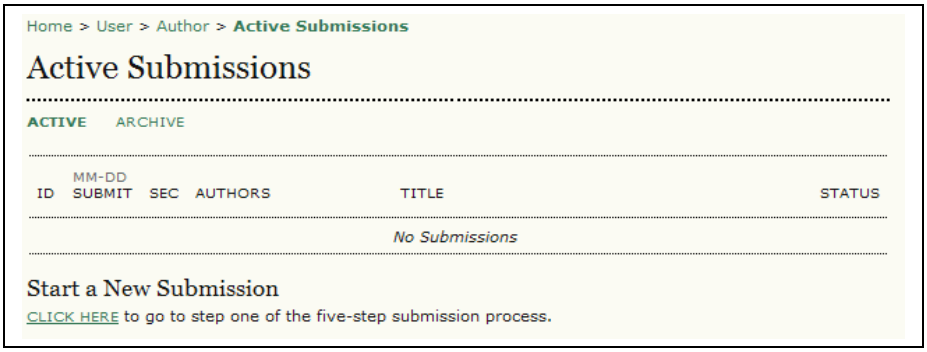
Home > User > Author > Active Submissions
Active Submissions
ACTIVE ARCHIVE
ID MM-DD SUBMIT SEC AUTHORS TITLE STATUS
No Submissions
Start a New Submission
CLICK HERE to go to step one of the five-step submission process.

Figure 201: Starting a new submission

1. Select which section you feel is most appropriate for your article from the drop-down menu:

Home > User > Author > Submissions > New Submission
Step 1. Starting the Submission
1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION
Encountering difficulties? Contact for assistance.
Journal Section
Select the appropriate section for this submission (see Sections and Policies in About the Journal).
Section*
Please select a section...

Figure 202: Selecting the Journal Section

2. Confirm each item in the Submission Checklist is correct and check each box:

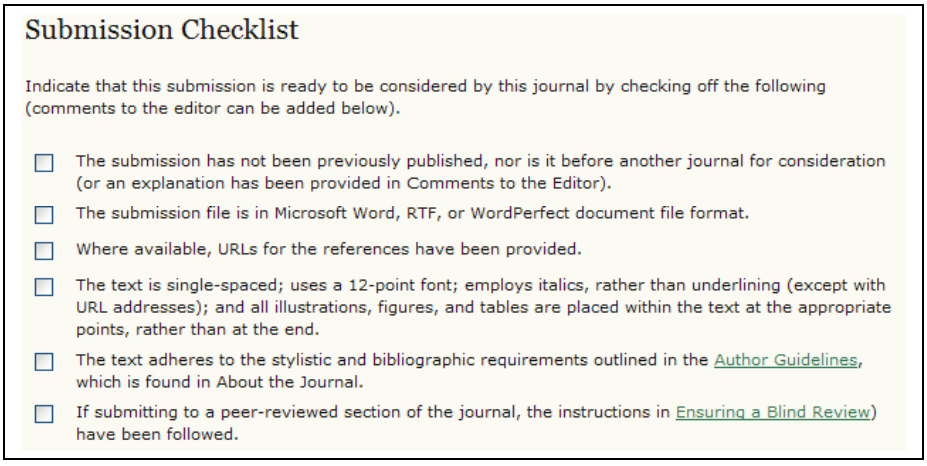
Submission Checklist
Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).
The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
Where available, URLs for the references have been provided.
The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review) have been followed.

Figure 203: Submission Checklist

3. Optionally, you may add any comments you wish to send to the editor:

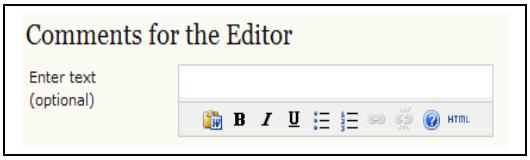

Figure 204: Comments and saving

4. Select “Save and continue”.

Please note that, depending on how the journal has been set up, you may be required to agree to a copyright notice and/or a competing interests statement. You may also see fee descriptions at this stage as well, although you will not have to pay for anything until you finalize the submission.

Step 2: Enter the submission’s metadata.

1. Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the “Add Author” button to bring up additional fields:

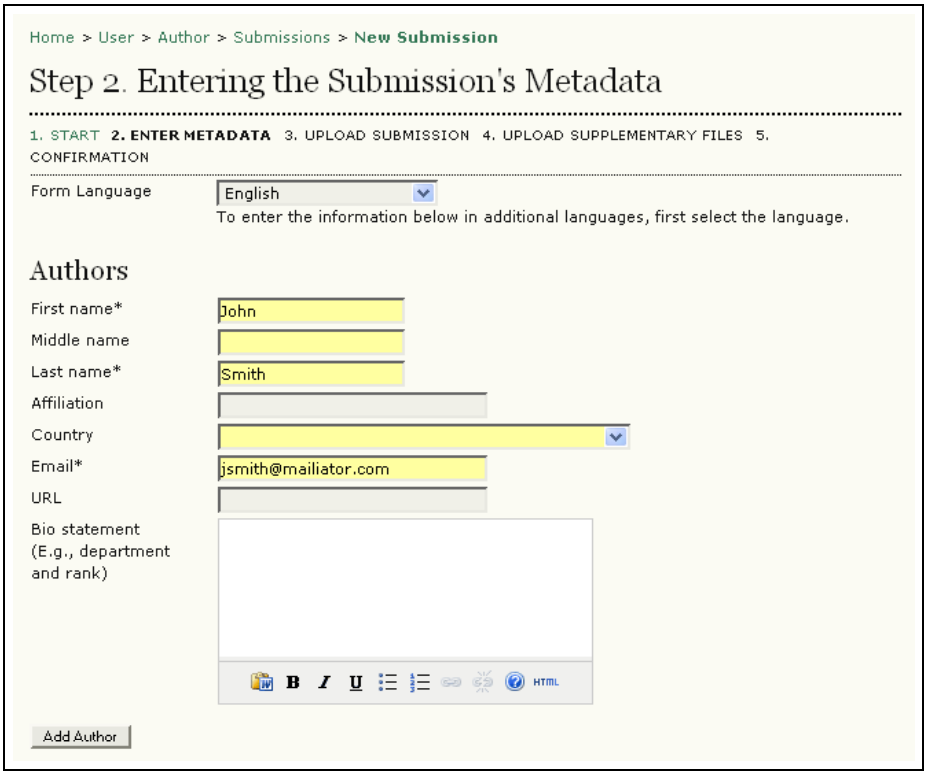

Figure 205: Adding author information

2. Add the title and abstract, in multiple languages if appropriate:

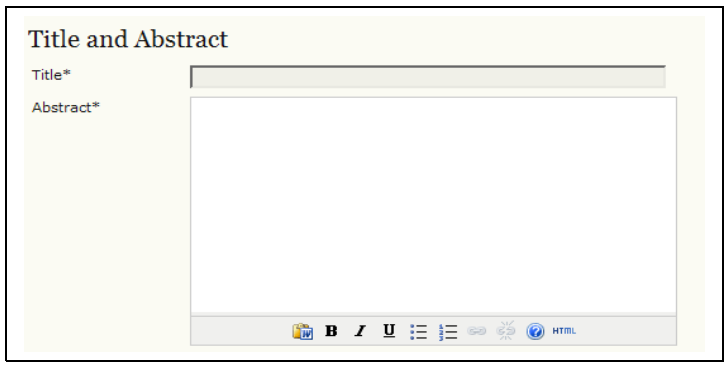

Figure 206: Adding title and abstract information

3. Complete the indexing:

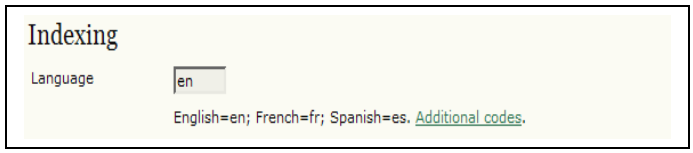

Figure 207: Indexing

4. Enter the names of any supporting agencies:

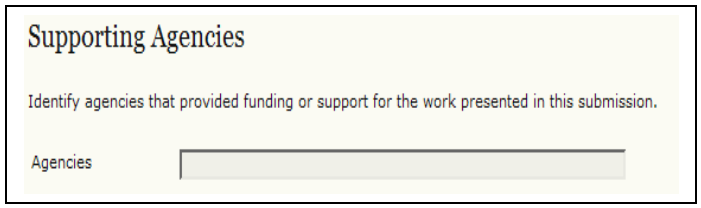
Supporting Agencies
Identify agencies that provided funding or support for the work presented in this submission.
Agencies

Figure 208: Adding supporting agency information and saving

5. Select "Save and continue".

Step 3: Upload the submission.

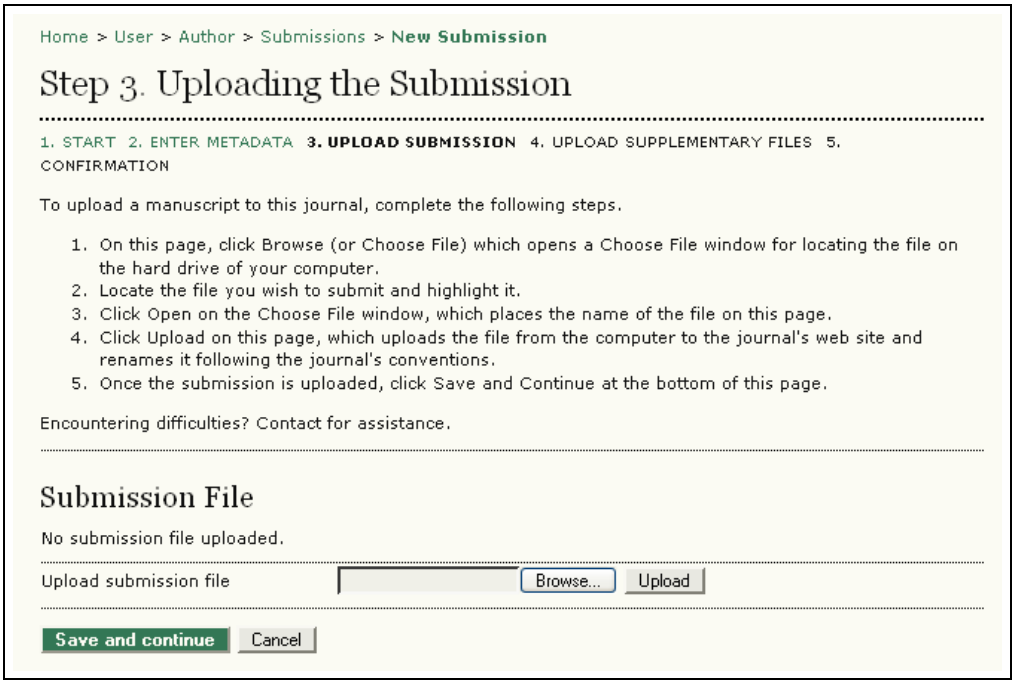
Home > User > Author > Submissions > New Submission
Step 3. Uploading the Submission
1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION
To upload a manuscript to this journal, complete the following steps.
1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.
Encountering difficulties? Contact for assistance.
Submission File
No submission file uploaded.
Upload submission file
Browse...
Upload
Save and continue
Cancel

Figure 209: Uploading an article

1. Click Browse to open a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click “Save and continue”.

Step 4: Upload supplementary files.

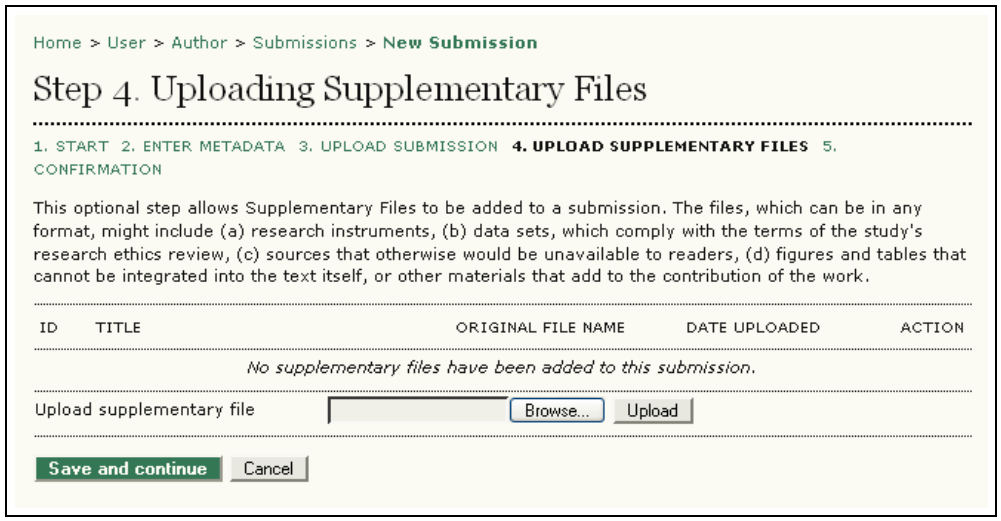
Home > User > Author > Submissions > New Submission
Step 4. Uploading Supplementary Files
1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION
This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.
ID TITLE ORIGINAL FILE NAME DATE UPLOADED ACTION
No supplementary files have been added to this submission.
Upload supplementary file
Browse...
Upload
Save and continue
Cancel

Figure 210: Uploading Supplementary Files

1. This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click “Save and continue”.

Step 5: Confirming the submission.

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site.

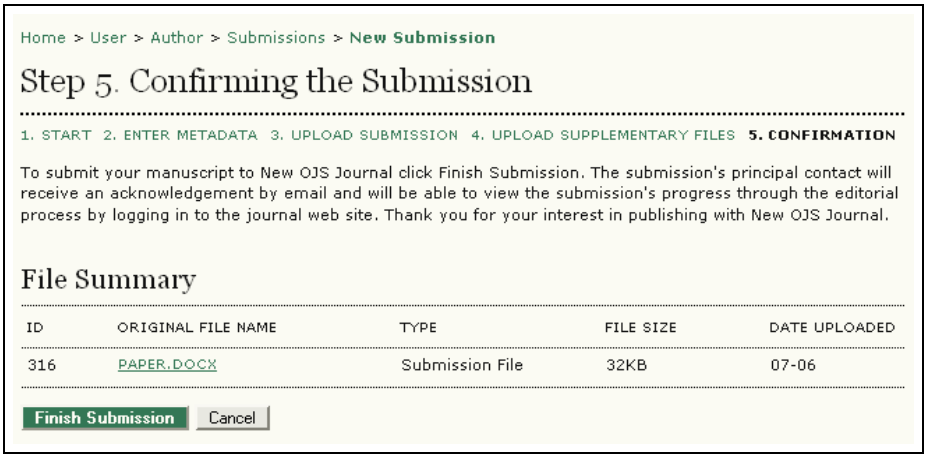
Home > User > Author > Submissions > New Submission
Step 5. Confirming the Submission
1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION
To submit your manuscript to New OJS Journal click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with New OJS Journal.
File Summary
ID
ORIGINAL FILE NAME
TYPE
FILE SIZE
DATE UPLOADED
316
PAPER.DOCX
Submission File
32KB
07-06
Finish Submission
Cancel

Figure 211: Completing the submission process

If the journal requires author fees to be paid, you can pay from this page. Clicking on the 'Pay Now' link beside a payment will take you to either a PayPal or Manual payment page, depending how the journal manages payments. Please note that the only mandatory payment at this stage is the Submission Fee, if requested. If a Fast-Track Review Fee is requested, it is optional; and if an Article Publication Fee is requested, you will be requested to log in and pay once your article has been approved for publishing. You can also request a waiver for any of these fees if you wish.

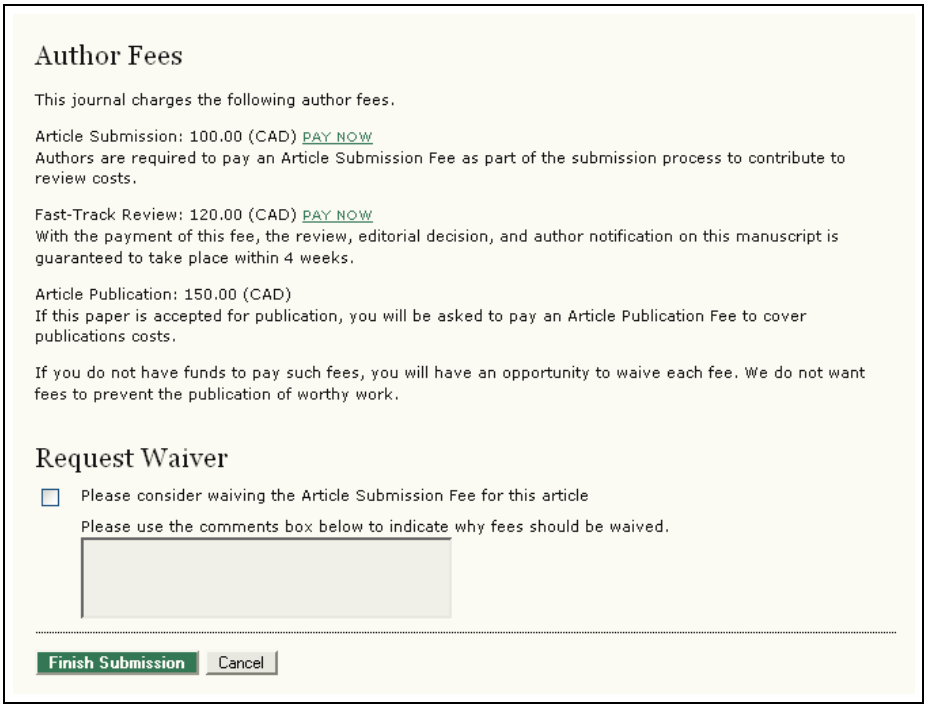
Author Fees
This journal charges the following author fees.
Article Submission: 100.00 (CAD) PAY NOW
Authors are required to pay an Article Submission Fee as part of the submission process to contribute to review costs.
Fast-Track Review: 120.00 (CAD) PAY NOW
With the payment of this fee, the review, editorial decision, and author notification on this manuscript is guaranteed to take place within 4 weeks.
Article Publication: 150.00 (CAD)
If this paper is accepted for publication, you will be asked to pay an Article Publication Fee to cover publications costs.
If you do not have funds to pay such fees, you will have an opportunity to waive each fee. We do not want fees to prevent the publication of worthy work.
Request Waiver
Please consider waiving the Article Submission Fee for this article
Please use the comments box below to indicate why fees should be waived.
Finish Submission
Cancel

Figure 212: Pay Author Fees

Each time you log in, you will be presented with a list of all of your outstanding submissions, including their status (both editorially and payment-wise).

Home > User > Author > Active Submissions
Active Submissions
ACTIVE ARCHIVE
ID MM-DD SUBMIT SEC AUTHORS TITLE STATUS
141 07-06 ART Smith JOURNAL PUBLISHING IN NORTH AMERICA Awaiting assignment
1 - 1 of 1 Items
Start a New Submission
CLICK HERE to go to step one of the five-step submission process.

Figure 213: Active submissions

Articles may be listed as awaiting assignment to an editor, queued for editing, etc. Clicking on the article title link or the status link will provide further details.

Responding to Reviews

Log in to your account and click on the linked title of your submission. From the 'Summary' page, you will be able to review the fields you entered at the time of submission.

Go to the "Review" section:

Home > User > Author > Submissions > #141 > Summary
#141 Summary
SUMMARY REVIEW EDITING
Submission
Authors John Smith
Title Journal Publishing in North America
Original file 141-316-1-SM.DOCX 2008-07-06
Supp. files None ADD A SUPPLEMENTARY FILE
Submitter John Smith
Date submitted July 6, 2008 - 04:17 PM
Section Articles
Editor Rebecca Ericksen

Figure 214: Selecting the "Review" link

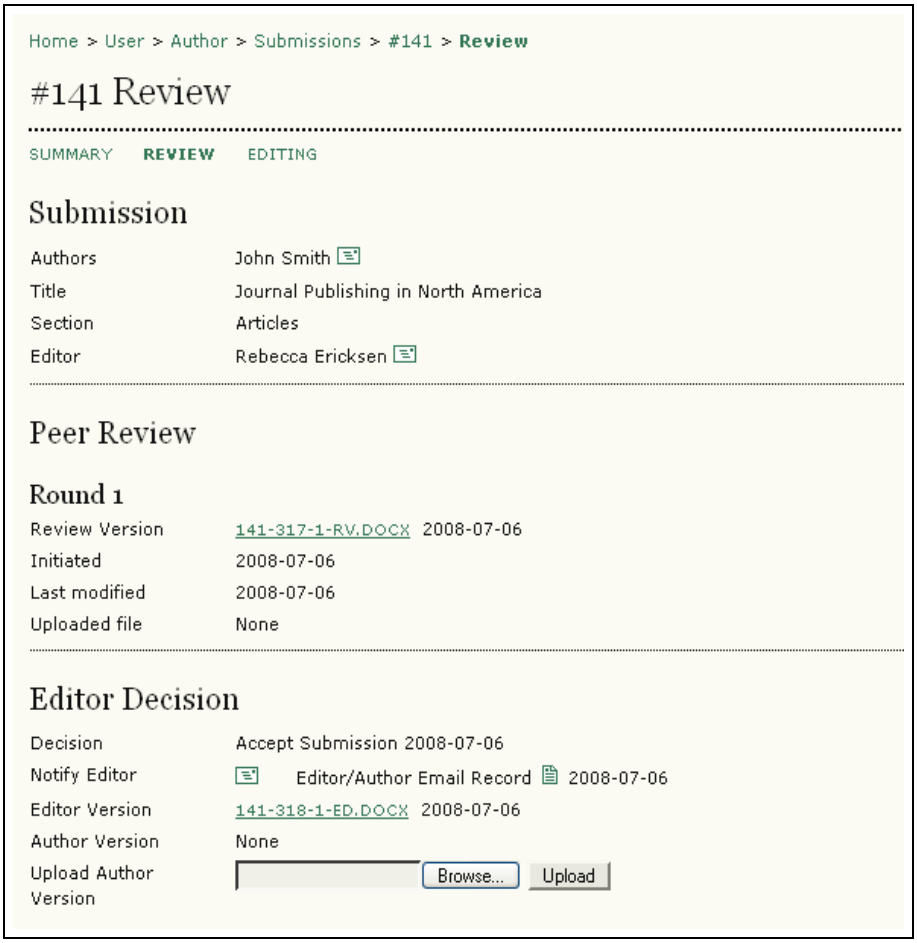

Figure 215: Following the review process

From here you can read the reviewer's version and the editor's version. Read or submit comments using the "Editor/Author" icon.

Use the file upload tool to submit any changes for your article.

Copyediting

When your submission has been accepted, a copy will be returned to you for copyediting.

Log in to your account and select the "Queued for Editing" link:

Home > User > Author > Active Submissions
Active Submissions
ACTIVE ARCHIVE
ID MM-DD SUBMIT SEC AUTHORS TITLE STATUS
141 07-06 ART Smith JOURNAL PUBLISHING IN NORTH AMERICA QUEUED FOR EDITING
1 - 1 of 1 Items
Start a New Submission
CLICK HERE to go to step one of the five-step submission process.

Figure 216: Queued for editing

Read through the edited version and make any additional changes necessary. This will be your last opportunity to make any major changes to your article before publication. Copyedit comments can be added using the icon near the bottom of this section. Note the link to "Copyedit Instructions" as well.

Upload the revised version in the "Author Copyedit" section. Select the "Complete" icon when finished, notifying the Copyeditor that you are finished:

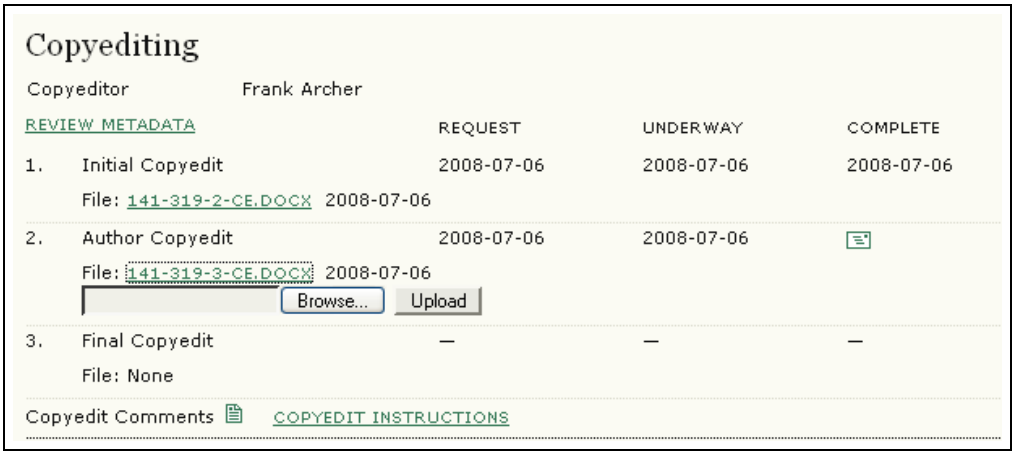

Figure 217: Author copyediting

Proofreading

Once the HTML and PDF documents have been created, you will be asked to proofread them before publication. Proofreading instructions are linked at the bottom of the section. You may also submit corrections using the "Proofreading Corrections" icon. When you are finished, use the "Complete" icon to notify the Proofreader:

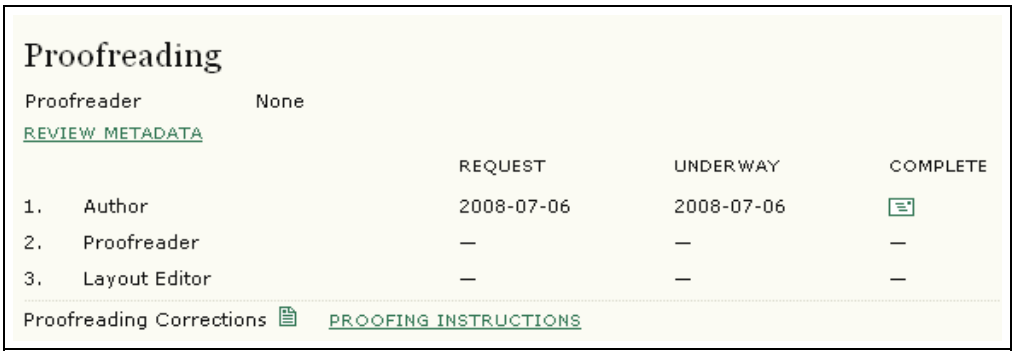

Figure 218: Author proofreading

This is your last opportunity to make any changes to your article before publication.